

## 07039 Logistics and Inventory System (LIS) Training

Training Manager: AMA-610 Course Length: 32 hour(s)

This course is designed for FAA personnel who will use LIS for catalog research and requisitioning of materiel from the FAA Logistics Center. The course consists of classroom instruction and hands-on training on personal computers in a laboratory environment. Emphasis will be on learning the theory and codes before laboratory training begins. Exercises will be presented to duplicate catalog research and requisitioning activity that would be encountered by a typical FAA ordering office. Although it is not mandatory, attendees should have on-the-job experience with personal computers or some training with micro-computers.

**Prerequisites:** None  
**And one of the following:** None

## 07045 Logistics and Inventory System (For Air Traffic)

Training Manager: AMA-610 Course Length: 24 hour(s)

This course is designed for air traffic personnel who will use LIS for catalog research and requisitioning of materiel from the FAA Logistics Center. The course consists of classroom instruction and hands-on training on personal computers in a laboratory environment. Classroom instruction will include theory and codes, which will be presented prior to the laboratory training. Exercises will be presented to duplicate logistics activity that would be encountered by office administrators.

**Prerequisites:** None  
**And one of the following:** None

## 07301 (CBI/WEB) Excess Personal Property Disposition

Training Manager: AMA-610 Course Length: 40 hour(s)

This Internet course is designed for FAA personnel involved in the disposition of government property. This training covers the role of disposal planning in life-cycle management. In addition, the roles and responsibilities of FAA employees (program managers, property disposal officers, and property custodians) involved in the disposal process are defined. The hierarchy of disposal steps are outlined as well as the sequence of actions for screening, reporting, and disposing of unrequired and excess property. Disposal policies for FAA, DOT, DOD, and GSA are addressed. The course also provides instruction for property research and inquiry capabilities available through the LIS USD subsystem.

**Prerequisites:** None  
**And one of the following:** None

## 07302 (CBI/WEB) NAS F&E Project Materiel Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This Internet course is designed for personnel involved with the National Airspace System (NAS) facilities and equipment (F&E) project/materiel management process. Curriculum is based on the AFZ-500 project/materiel management desk guide. Emphasis includes the organizational responsibilities, planning activities, procedures, and tools required to properly manage and control NAS F&E projects.

**Prerequisites:** None  
**And one of the following:** None

## 07303 (CBI/WEB) Overview of NAS F&E Project Materiel

Training Manager: AMA-610 Course Length: 16 hour(s)

This web-based training is designed for managers, supervisors, and other higher-level personnel having responsibility for NAS F&E project/materiel management. It provides an overview of the life-cycle process from identification and planning through project closeout, including physical/asset management; roles and responsibilities; and process stages. It is strongly suggested participants obtain a hard copy of the project/materiel management desk guide (yellow book) prior to enrollment in the training. The guide can be requisitioned through LIS, using stock number 0056-00-480-0482.

**Prerequisites:** None  
**And one of the following:** None

## 07304 (CBI/WEB) Motor Vehicle Fleet Management

Training Manager: AMA-610 Course Length: 40 hour(s)

This web-based training is designed for FAA employees working in motor vehicle fleet management; i.e., fleet managers, their alternates, immediate supervisors, custodians, and logistics division managers. Subject matter covers policies, procedures, and structure of the FAA motor vehicle fleet management program including FAA, DOT, and GSA policies; official use, home-to-work, and alternative fuel issues; funding and cost concerns; and use of the MVS 2000 automated tracking system. Course not available until early FY-04.

**Prerequisites:** None  
**And one of the following:** None

## 07305 (CBI/WEB) FAA Sales Contracting Officer (SCO) Training

Training Manager: AMA-610 Course Length: 16 hour(s)

This web-cmi course is a prerequisite to eligibility to act on behalf of the FAA as a sales contracting officer (SCO) in the sale of surplus property. Roles and responsibilities of an FAA SCO are defined. The course covers procedures for GSA-conducted sales, FAA-conducted sales, sales conducted by a commercial company, and negotiated sales. Emphasis is on the process and policies used for FAA-conducted sales. Terms and conditions for the applicable forms are

also addressed.

**Prerequisites:** None  
**And one of the following:** 07301, 07406

## 07306 (CBI/WEB) Field Logistics Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This WEB course provides an overview of field logistics functions with roles and responsibilities addressed in each lesson. Major topics include data research, materiel acquisition, shipping, receiving, project materiel and personal property management, materiel reutilization and disposition, and motor vehicle management.

**Prerequisites:** None  
**And one of the following:** None

## 07308 (CBI/Web) Automated Inventory Tracking System (AITS)

Training Manager: AMA-610 Course Length: 24 hour(s)

This Internet course is for personnel responsible for managing FAA property using the Automated Inventory Tracking System (AITS) (ASCM Phase I). The course covers the use of the system to amend and validate the local property database and to produce forms for approval and entry into the Personal Property In-use Management System (PPIMS). It also explains how to download and upload system data into a scanner tool to perform property inventories. Practice exercises using the AITS training system are included.

**Prerequisites:** None  
**And one of the following:** None

## 07402 NAS F&E Project Materiel Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This correspondence course is designed for personnel who are involved with the National Airspace System (NAS) facilities and equipment (F&E) project materiel management process. Curriculum is based on the AFZ-500 project materiel management deskguide. The training includes the organizational responsibilities, planning activities, procedures, and tools required to properly manage and control NAS F&E projects.

**Prerequisites:** None  
**And one of the following:** None

## 07403 Personal Property Management

Training Manager: AMA-610 Course Length: 24 hour(s)

This correspondence course is designed for logistics personnel at all levels who are involved with the Personal Property In-Use

Management System (PPIMS). Subject areas include maintaining facility master and data files, acquisition, maintaining PPIMS property records, identifying property manager and property custodian responsibilities, performing physical inventories, and performing utilization, screening, and disposal procedures. Text contains removable job aids for use at work station.

**Prerequisites:** None  
**And one of the following:** None

## 07404 Field Logistics Management

Training Manager: AMA-610 Course Length: 32 hour(s)

This correspondence course provides an overview of field logistics functions with roles and responsibilities addressed in each lesson. Major topics include data research, materiel acquisition, shipping, receiving, project materiel and personal property management, materiel reutilization and disposition, and motor vehicle management. Text contains removable job aids for use at work station.

**Prerequisites:** None  
**And one of the following:** None

## 07405 Motor Vehicle Fleet Management

Training Manager: AMA-610 Course Length: 40 hour(s)

This correspondence course is designed for FAA employees working in motor vehicle fleet management; i.e., fleet managers, their alternates, immediate supervisors, custodians, logistics division managers. Subject matter covers policies, procedures, and structure of the FAA motor vehicle fleet management program including FAA, DOT, and GSA policies; official use, home-to-work, and alternative fuel issues; funding and cost concerns; and use of the MVS2000 Automated Tracking System. Course not available until early FY-04.

**Prerequisites:** None  
**And one of the following:** None

## 07406 Excess Personal Property Disposition (Correspondence)

Training Manager: AMA-610 Course Length: 40 hour(s)

This correspondence course is designed for personnel involved in the disposition of government property. The course covers the role of disposal planning in life-cycle management. Also, the roles and responsibilities of FAA employees (program managers, property disposal officers, and property custodians) involved in the disposal process are defined. The hierarchy of disposal steps are outlined as well as the sequence of actions for screening, reporting, and disposing of unrequired and excess property. Disposal policies for FAA, DOT, DOD, and GSA are addressed. The course also provides instructions for property research and inquiry capabilities available through the LIS USD subsystem.

**Prerequisites:** None  
**And one of the following:** None

## 07407 FAA Sales Contracting Officer (SCO) (Correspondence)

Training Manager: AMA-610 Course Length: 16 hour(s)

This course is a prerequisite to eligibility to act on behalf of the FAA as a sales contracting officer (SCO) in the sale of surplus property. The roles and responsibilities of an SCO are defined. The course covers procedures for GSA-conducted sales, FAA-conducted, sales conducted by a commercial company, and negotiated sales. Emphasis on the process and policies used for FAA-conducted sales. Terms and conditions for the applicable forms are also addressed.

**Prerequisites:** None  
**And one of the following:** 07301, 07406

## 07408 Automated Inventory Tracking System (AITS)

Training Manager: AMA-610 Course Length: 24 hour(s)

This correspondence study course is for personnel responsible for managing FAA property using the Automated Inventory Tracking System (AITS) (ASCM Phase I). The course covers the use of the system to amend and validate the local property database and to produce forms for approval and entry into the Personal Property In-use Management System (PPIMS). It also explains how to download and upload system data into a scanner tool to perform property inventories. Practices exercises using the AITS training system are included.

**Prerequisites:** None  
**And one of the following:** None

## 07700 Property Accountability: The Life Cycle

Training Manager: AMA-610 Course Length: 40 hour(s)

Maintaining the personal property life cycle is the essence of maintaining sound financial accountability for government monies. This course is based on law, current regulations, proven procedures, and new technology throughout the government.

**Prerequisites:** None  
**And one of the following:** None

## 07701 Logistics Remote Users Network (LOGRUN)

Training Manager: AMA-610 Course Length: 8 hour(s)

This FLIS course is designed to provide a basic introduction to the LOGRUN system. Students will learn different methods of accessing LOGRUN, how to sign on/off the system, POC's for solutions to system problems, and what various system error messages mean.

Within LOGRUN several on-line systems are available. The systems covered in class are: logistics on-line access (LOLA) inquiry (NIIN/PSCN; CAGE/part number; part number) characteristics search, FSSC/FSG/INC, and commercial and government entity (CAGE). Students will be given a demonstration of these systems and hands on training through practical exercises.

**Prerequisites:** None  
**And one of the following:** None

## 07702 Warehousing, Operations, and Disposal

Training Manager: AMA-610 Course Length: 32 hour(s)

In order to meet the needs of the user or customer, the property manager is required to know what they have (inventory), where it is (location), and how to store it. The ability to implement a space utilization design, a storage locator system, a retrieval system, and appropriate technological support is the central focus of this course. Complete life-cycle accountability can be accomplished through the interface of inventory management and storage.

**Prerequisites:** None  
**And one of the following:** None

## 07703 Applications in Personal Property Accountability

Training Manager: AMA-610 Course Length: 32 hour(s)

Knowledge of personal property accountability in itself is not sufficient to guarantee sound property accounting practices. This course affords the student the opportunity to apply skills and knowledge through decision making, problem solving, and application of policy. Students will develop confidence and skills that can be taken back to the work environment.

**Prerequisites:** None  
**And one of the following:** None

## 07704 Federal Logistics Data on Compact Disc (FEDLOG)

Training Manager: AMA-610 Course Length: 8 hour(s)

This DLIS course is designed for novice and everyday users of FEDLOG. Instruction is on the basics of the FEDLOG product including keyboard functions and help features. It will enable users to understand and recognize types of data obtained from FEDLOG. Specific instructions are provided on interactive and characteristic search programs. A demonstration of the FEDLOG batch is provided. Students will learn to access FEDLOG drawings. This is a hands on presentation.

**Prerequisites:** None  
**And one of the following:** None

## 07705 Federal Logistics Information Fundamentals Course

Training Manager: AMA-610 Course Length: 40 hour(s)

This FLIS course is designed for entry-level personnel and foreign governments not familiar with the federal cataloging system (FCS). It provides fundamentals and technical knowledge necessary to understand basic cataloging principles, how data is input into the Federal Logistics Information System (FLIS), and how to interpret data through Logistics Remote Users Network (LOGRUN) extracts. The course includes major organizational entity (MOE) rules data, catalog management data (CMD), and how they relate to item of supply management decisions.

**Prerequisites:** None  
**And one of the following:** None

## 07718 Qualified Recycling Program Course

Training Manager: AMA-610 Course Length: 40 hour(s)

Course provides reutilization, marketing, and other related federal government personnel training in methods used to properly identify, classify, segregate, and dispose of recyclable materials and precious metal-bearing material in furtherance of the DOD recyclable and waste minimization program and the precious-metal recovery program. Emphasis is placed on hands-on laboratory testing of the various metals employed in the manufacture of military hardware and equipment. Also addressed is the proper employment of selected silver-recovery equipment.

**Prerequisites:** None  
**And one of the following:** None

## 07726 Defense Regional Inter-Service Support (DRIS) Agreements

Training Manager: AMA-610 Course Length: 40 hour(s)

The course curriculum concentrates on DRIS regulatory policies and procedures, organizational functions and responsibilities, inter-service, inter-departmental, and inter-agency support agreement negotiations, preparation of DD Form 1144, and of support and reimbursable procedures.

**Prerequisites:** None  
**And one of the following:** None

## 07733 Property Management Overview for Custodial Officers

Training Manager: AMA-610 Course Length: 16 hour(s)

This course provides a comprehensive overview and procedures for day-to-day management of personal property. It is appropriate for personnel at the user level, the collateral property managers, and

property custodial officers. Lectures, discussions, and class exercises teach the administrative and regulatory aspects of a property management program, terminology, and the process of determination of need, acquisition, accountability, and disposal at the user level.

**Prerequisites:** None  
**And one of the following:** None

## 07739 Installation Logistics Management

Training Manager: AMA-610 Course Length: 80 hour(s)

This course provides coverage of all functional areas of the Directorate of Logistics (DOL) responsibilities, practices, and problems at all levels of the organization to develop and increase competence and effectiveness in logistic support at the installation.

**Prerequisites:** None  
**And one of the following:** None

## 07780 Logistics Management Development

Training Manager: AMA-610 Course Length: 160 hour(s)

This course provides an overview of the Army logistics system. The life-cycle management model is the common thread of the course, and it is used to highlight the more significant considerations of rate, acquisition, inventory management, maintenance, and disposal of army materiel. Instruction in management skills includes basic statistical and probability techniques and aspects of interpersonal behavior. This instruction is oriented toward improving the decision-making abilities of the student by providing knowledge of the techniques and considerations involved in logistics management.

**Prerequisites:** None  
**And one of the following:** None

## 07793 Management Analysis: Data Gathering

Training Manager: AMA-610 Course Length: 32 hour(s)

Using a case study, students learn how to: understand the management analyst's role; use basic analytic techniques, including modeling; carry out the major steps in a management analysis; i.e., define the problem, write a study proposal, get approval, propose alternatives and compare them; report, install, and follow-up.

**Prerequisites:** None  
**And one of the following:** None

## 07799 Basics of Personal Property Management

Training Manager: AMA-610 Course Length: 40 hour(s)

This MCI course provides comprehensive coverage of the

management of personal property from determination of need through disposal. Students will obtain a working knowledge of property policies, procedures, and regulations. Emphasis is placed on management and control, accountability, and accounting for property. Major topics include determination of need, acquisition, property management, accountability, utilization and disposal, FIP equipment and software, accounting for contractor and grantee property, and property reports.

**Prerequisites:** None  
**And one of the following:** None

## **07828 Program Evaluation**

Training Manager: AMA-610 Course Length: 24 hour(s)

This course gives students hands-on practice in developing evaluation techniques, shows the pitfalls to avoid, and helps students deal with difficult evaluation-related issues. Major topics help students: understand program evaluation; select an appropriate model; develop valid and reliable research techniques; carry out the evaluation process; avoid evaluation pitfalls; and deal with social and political issues.

**Prerequisites:** None  
**And one of the following:** None

## **07831 Administration of Contractor-Held Property**

Training Manager: AMA-610 Course Length: 40 hour(s)

This MCI course is designed to teach the fundamentals of administering the billions of dollars worth of government-owned property and equipment used by and in the custody of contractors. Property administration responsibilities of the government and property management responsibilities and functions of the contractor are covered from award of the contract to disposal and contract closeout, including contract clauses, physical inventories, and subcontract administration.

**Prerequisites:** None  
**And one of the following:** None

## **18605 Basic Project Management**

Training Manager: AMA-610 Course Length: 30 hour(s)

This ANI course is designed to teach the basic knowledge and skills of project management to personnel who are involved in any phase of project management (initiating, planning, controlling, executing, or closing out). The course consists of formal classroom instruction and practice exercises. The target audience includes project engineers, lead project engineers, and resident engineers.

**Prerequisites:** None  
**And one of the following:** None